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# Memorandum

TO : Director of Training

DATE: 2 March 1965

FROM : Chief, Language Training School

SUBJECT: Bi-Weekly Activities Report No. 5

## A. SIGNIFICANT ITEMS

None to report.

## B. OTHER ACTIVITIES

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1. [REDACTED] had a conversation with [REDACTED] of DDI, Collection Guidance. [REDACTED] was collecting materials for the China Study by the Critical Collection Problems Committee. The discussion centered chiefly on the lack of suitable training materials in Chinese languages and the present dimensions of the Agency's training efforts. [REDACTED] was given some background materials that he should find of value.

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2. In a conversation between [REDACTED] of FDD and [REDACTED] of LTS agreement was reached that translators being trained for FDD should reach a proficiency in spoken Chinese of at least 2 in the State Department rating system. This is approximately the equivalent of Elementary in the Agency proficiency scores.

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3. [REDACTED] has been taken on as a WAE contract employee in Japanese. This will enable us to honor requests for Japanese part-time training which in recent weeks we have been unable to do and will also make preparations of materials for a course in Japanese reading for which a demand has recently been expressed.

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4. We are currently conducting three full-time and two part-time courses in German. We received notification that EE will place a requirement on us for another full-time basic course in the near future. This represents a tremendous increase in German training, which has been lagging somewhat in the past two years.

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5. Five new classes in Romance languages started this Monday: one in Spanish, two in Portuguese, and two in French. Daytime enrollment in the Romance Language Department increased accordingly

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NO CHANGE IN CLASS. ☒

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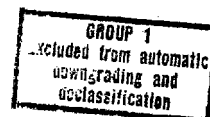
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to a new high. We now have 42 full-time and 16 part-time students. Our teaching staff is working at its absolute limit, some instructors spending up to six hours a day in class. We are seeking new instructors in all of the Romance languages. Having fully exploited the pool of foreign language speaking Agency wives at Headquarters, we are now being forced to make contacts in the local academic community. Our contacts in the Operating Divisions tell us that our high enrollment in Romance languages will continue into the foreseeable future.

6. Full-time training in basic Russian has been started for one SR Division employee. This is to be 8 weeks in duration.

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7. The language labs were used a total of 2,398 hours for the four-week period ending 21 February; before hours totaled 117; after hours totaled 124; and, Sat-Sun totaled 35. Of these totals, Arlington Towers logged 1904 hours.

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9. This office was able to translate two messages in Fang (a Bantu language of Northern Gabon) for DDP/AF.

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